



WILLIAM T FUJIOKA  
Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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*"To Enrich Lives Through Effective And Caring Service"*

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April 02, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

19 April 2, 2013

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**AMENDMENT OF TITLE 2 – TO REFLECT THE TRANSFER OF THE RECORDS MANAGEMENT  
PROGRAM  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

This letter and accompanying ordinance will update the County Code to reflect the transfer of the County's Records Management Program from the Chief Executive Office (CEO) to the Registrar-Recorder/County Clerk (RR/CC). This action was initially approved by the Board on January 18, 2011, with the allocation of two positions to facilitate the new Countywide Records Management Program.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 2, Administration, of the County Code to reflect the earlier transfer of the County's Records Management Program from the CEO to the RR/CC by deleting Section 2.08.070 (Department of Chief Administrative Officer – Records Management Program) – and by adding Section 2.32.370 (Registrar-Recorder/County Clerk – Records Management Program).

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

This action is purely administrative, and revises the County Code to reflect the transfer of the County's Records Management Program from the CEO to the RR/CC. The RR/CC already has assumed the lead role in the County's Records Management Program, and taken responsibility for the development and administration of Countywide records management efforts.

As part of the Fiscal Year 2010-2011 Supplemental Budget, we allocated one Administrative Services Manager I and one Administrative Services Manager III to the RR/CC to facilitate the new Countywide Records Management Program. This action was approved by the Board on January 18, 2011.

The RR/CC is currently reviewing and revising the draft County General Records Retention Schedule, and will present their recommendations along with individual Departmental Records Retention Schedules, and relevant Countywide records management policies and guidelines for the Board's adoption.

### **Implementation of Strategic Plan Goals**

The Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

### **FISCAL IMPACT/FINANCING**

The shift in administration of the County's Records Management Program from the CEO to RR/CC has generated slight additional costs for RR/CC, and resulted in a cost savings for the CEO.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The accompanying ordinance implementing amendments to Title 2, Administration, of the County Code has been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

None. This action is purely administrative.

The Honorable Board of Supervisors

4/2/2013

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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:BC:JA

SJM:AE:ra

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Registrar-Recorder/County Clerk  
Affected Departments